

## How to use Microsoft Teams



As a school we have decided to use Microsoft Teams as our online learning platform. Your child has been shown how to use Microsoft Teams. The expectation is that your child will need to access their learning online. Your child's teacher will be providing live lessons daily. All lessons will be recorded and therefore can be accessed later in the day if your children are sharing devices between themselves.

Here are some instructions to help you in accessing your child's remote learning.

### Accessing Microsoft Teams

To access Microsoft Teams please type into the search bar of your internet browser:

[teams.microsoft.com](https://teams.microsoft.com)

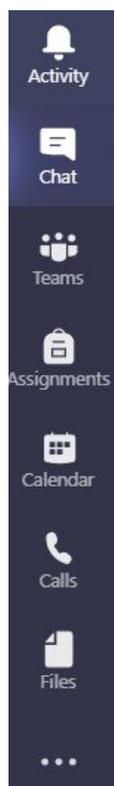
Your child will then need to login using the Microsoft Teams details provided on their password card. Each child was provided with their own password card by their class teacher.



Microsoft Teams

### The main pane

Once you have opened Teams the main pane is along the left hand side.



Activity - Shows anything that has happened in your team.

Chat - A copy of any chat that has happened on any live meeting will be shown in the chat feature.

Teams - Where you will find your virtual classroom.

Calendar - Where you can join a meeting that your teacher has created.

## Joining a meeting

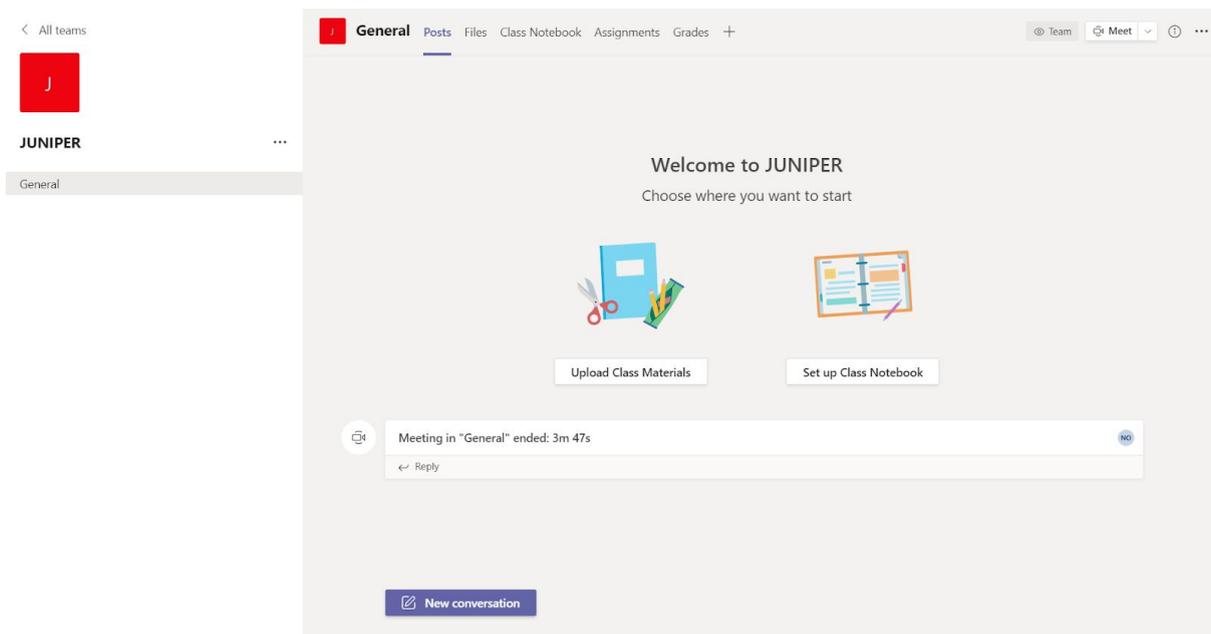
If the meeting is showing within your Teams calendar, double click on the meeting within the calendar and click join.

If someone has already started the meeting a 'video camera' icon will appear. If you click onto the video camera you will also be able to join the meeting.

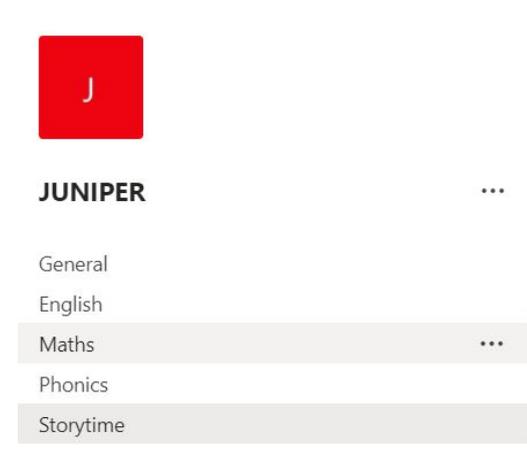


## Your virtual class

Go to Teams in the main panel on the left hand side. Select the name of your tree class. E.g. 'Juniper.'



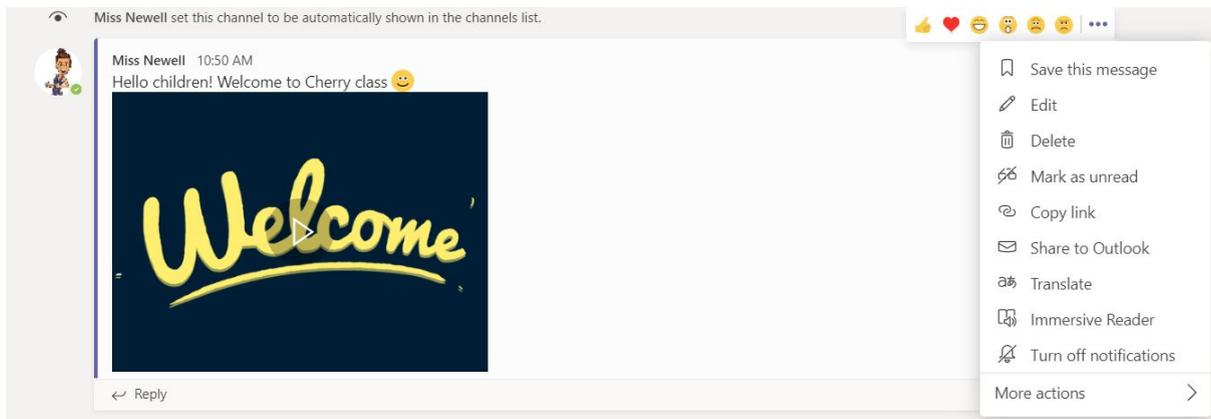
Your teachers may have created 'channels' for each subject. The information for each subject will be provided in the relevant channel.



## Communication in your virtual classroom

You are able to chat with your friends and with your teacher within your virtual classroom. Please make sure that you are writing something that is relevant and sensible.

If you have done something wrong and would like to delete your post click the 3 dots at the right hand side. It will provide you with these options.



## Our E-safety rules

At all times please be kind as you would within your real classroom. Your teacher is able to see everything that you are doing within your virtual classroom. Your teacher has the power to mute you or delete you from your virtual classroom if you are showing examples of inappropriate behaviour.



